

AR-50-71; Rev. 76

## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76—RM—1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

| - Andrew Colonia Colon | g navn simmen en menteman i von en la segui i santen grant de como an propri en en segui en en segui segui<br>Segui segui s |                                      |  |  |  |  |  |
|--|---|--------------------------------------|--|--|--|--|--|
| FOR AGENCY USE 1. Agency Address   |   | FOR RECORDS MANAGEMENT USE           |  |  |  |  |  |
| Application Date   | Georgia Ports Authority   | Application Number                   |  |  |  |  |  |
| March 23, 1983   | Trade Development - Marketing Services 83-801   |                                      |  |  |  |  |  |
| Application Number   | Post Office Box 2406  | Date Received Date Completed         |  |  |  |  |  |
| 92   | Savannah, Georgia 31402   | APR 4 1983   APR 2 1 1983            |  |  |  |  |  |
| 2. Person to Contact   | Working Title   | Telephone Number                     |  |  |  |  |  |
| Becky L. Collins   | Executive Secretar  | y (912) 964–3811                     |  |  |  |  |  |
| 3. Action Requested  |   |                                      |  |  |  |  |  |
| a. 🗵 Establish Retention Schedule; record will continue to accumulate.   |   |                                      |  |  |  |  |  |
| b. Dispose of present accumulation; no further accumulation anticipated.   |   |                                      |  |  |  |  |  |
| c. Amend Application No Check One: Change; Supercede; Void   |   |                                      |  |  |  |  |  |
| 4. Dates of Series   |   |                                      |  |  |  |  |  |
| Earliest Latest  1978   Current  | Georgia Ports Authority's Monthly Budget Reports (Refevence tile)   |                                      |  |  |  |  |  |
| 6. Division and Office Function  | n What is the function of the Division and the Office in  | which this record series is created? |  |  |  |  |  |
| Company and a manager and refresher of the artifactor and the desired in territor that a decired to decire the   |   |                                      |  |  |  |  |  |
| The Marketino Serv   | ices Department of the Trade Development Di   | vision is involved with trade        |  |  |  |  |  |
| research, developm   | ent and sales functions of the Authority in   | cluding marketing analyses.          |  |  |  |  |  |
| Assists the Direct   | or of Trade Development in the development  | and coordination of sales            |  |  |  |  |  |
|  | ng analyses and leads submitted by the sale   |                                      |  |  |  |  |  |
|  |   |                                      |  |  |  |  |  |
|  |   |                                      |  |  |  |  |  |
|  |   |                                      |  |  |  |  |  |
|  |   |                                      |  |  |  |  |  |
|  |   | •                                    |  |  |  |  |  |
|  | ı   |                                      |  |  |  |  |  |
|  |   |                                      |  |  |  |  |  |
| 7. Record Series Description   | This file contains the following documents (include form no Attach samples of the file.   | umbers and titles, if any):          |  |  |  |  |  |
| Documents relating to: T   | he Georgia Ports Authority's Operating Budg   | et                                   |  |  |  |  |  |
|  | <del>-</del>  |                                      |  |  |  |  |  |
|  |   |                                      |  |  |  |  |  |
| included are: Monthly  | budget statements "   |                                      |  |  |  |  |  |
|  |   |                                      |  |  |  |  |  |
|  | •   |                                      |  |  |  |  |  |
|  |   |                                      |  |  |  |  |  |
| * .  |   |                                      |  |  |  |  |  |
| T.   | ·   |                                      |  |  |  |  |  |
|  |   |                                      |  |  |  |  |  |
|  |   |                                      |  |  |  |  |  |
|  |   |                                      |  |  |  |  |  |
| File is arranged: chronologically by month   |   |                                      |  |  |  |  |  |
| ·  |   |                                      |  |  |  |  |  |
| 8. Monthly Reference Rate How often are records referred to which are:   |   |                                      |  |  |  |  |  |
| One to six months old 1 to 3; Seven to twelve months old 1 to 5; Thirteen to twenty-four months old 1 to 5;  |   |                                      |  |  |  |  |  |
| Asserts Sing manths and older 1 OT MOTO  |   |                                      |  |  |  |  |  |
| 9 Annual Rate of Accumulat   | ion of Records  |                                      |  |  |  |  |  |
| Letter-size drawers  | ; Legal-size drawers; Shelves;  | Other (specify)                      |  |  |  |  |  |
| •  |   |                                      |  |  |  |  |  |
|  |   |                                      |  |  |  |  |  |

(Over)

| b. Statute of limitation   | YES NO 10. Questionnaire               | (Place an "X   | (" in the proper co      | olumn)   | in anniana maniferatura majaka majaka majaka apaka katapa katapa jamaja katapa jamaja jamaja jamaja jamaja jam<br>A  |
|--|--|--|--------------------------|--|--|
| X   Does the series contain confidential information requiring security handling? If yes, cite law or regulation.   X   C. Is this avigal record?   X   C. Obes this series have historical or long term research value?   C. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be reheddled separately?   X   Is the information contained in this series sever published? Lif yes, attach copy.   Is the information contained in this series sever analyzed and/or recorded in a summarized report?   If yes, where? CFA Pinance Department:   X   Is there a duplication of this series in your office, or in another office or agency?   If yes, where? CFA Pinance Department:   X   Is this series for a malor portion of the record series result in a comouter orintour?   X   Is this series for a malor portion of the return intour?   It is this series for a malor portion of the return intour?   It is this series for a malor portion of the return intour?   It is the record series result in a comouter orintour?   It is this series for a malor portion of the return intour.   It is this series or a malor portion of the return intour.   It is the record series result in a comouter orintour?   It is the record series result in a comouter orintour?   It is the record series result in a comouter orintour.   Adult period   Year.   Years.   Adult period   Year.   Years.   Yea   | a. Is this the office                  | cial copy of the   | series?<br>Inance Depart | ment   |  |
| X   C.  s this a vital record?   | b. Does the series                     |  |                          |  | regulation.  |
| ### ### ### ### ### #### #### #### #####   |  | · · · · · · · · · · · · · · · · · · ·  | ·                        |  | 7. /   |
| e. When one or two documents in the file make it necessary to keep the entire file for a lorig period, could these documents be sheduled expansitely?  X   | [ ]                                    | منظم المحمول ا   | or long term rese        | arch value?  |  |
| documents be scheduled separately?   | e. When one or to                      |  |                          |  | d, could these   |
| S. Is the information contained in this series yet. Dublished 2. If yes, affach. Copy.  9. Is the information contained in this series yet analyzed and/or recorded in a jummarized report?  1. If yes, where? GPA Finance, Department  1. X. I. Shis series for a making portion of fill regularly microfilined?  1. X. I. Does the record series result in a computer printout?  1. Retention Requirements  1. The following requires the series to be kept:  1. Statute of limitation   | X documents be                         | scheduled separ  | rately?                  |  |  |
| Note of the property of the series in your office, or in another office or agency?   Note of the series of the s   |  |  | n this series ever p     | published? If yes, attach copy,  |  |
| h. Is there a duplication of this series in your office, or in another office or agency?  If yes, where? GPA Finance Department  X I. Buthis series for a major portion of fil requirely microfilmed?  X I. Does the record series result in a comouter printout?  11. Retention Requirements  The following requires the series to be kept:  a. State Law  years. d. Audit period  years. e. Administrative need c. Federal law  years. e. Administrative need c. Federal law  Attach copy or excerpt of laws or regulations. Explain administrative need.  Research material with regards to the Georgia Ports Authority's Five-Year Budget.  12. Additional Disposition Instructions  This agency recommends that the file series be cut off at the end of each:  Calendar Year; Fiscal Year; Other  Calendar Year; Fiscal Year; Other  EX Hold in the current files area  month(s) 2 year(s); then  EX Hold in the current files area  month(s) 2 year(s); then  EX Postroy.  Circumpter to State Records Center; hold  year(s); then  EX Destroy.  These instructions apply to all prior and future accumulations of the series.  Agency Head/Designee (Signature)  Date  Recommendations in paragraph 12 are approved.  State Auditor/Designee  State Auditor/Designee  State Auditor/Designee  State Auditor/Designee  State Auditor  Attorney General/Designee  Authority  Fixed  Year(s)  State Auditor  Year(s)  Yea | g. Is the informat                     | iion contained i<br>iopv.  | in this series ever a    | nalyzed and/or recorded in a summarized report   | ?  |
| X   i. Is this series for a maior portion of it? resularly microfilmed?   X   i. Does the record series result in a combuter orintour.]   The following requires the series to be kept:   a. State Law   | h. Is there a dupli                    | ication of this s  |                          |  |  |
| X   1. Does the record series result in a computer printout?   |  |  |                          |  |  |
| a. State Law years. d. Audit period y. V. b. Statute of limitation years, e. Administrative need 5 yyears. f. Federal retention instructions years. f. Federal retention instructions years. Attach copy or excerpt of laws or regulations. Explain administrative need.  Research material with regards to the Georgia Ports Authority's Five-Year Budget.  12. Approved Disposition Instructions This agency recommends that the file series be cut off at the end of each:    Calendar Year;  | X   i. Does the record                 | d series result in   | n a computer print       | tout?  |  |
| b. Statute of limitation   | 11. Retention Requirements             | .a The   | e following require      | es the series to be kept:  |  |
| Attach copy or excerpt of laws or regulations. Explain administrative need.  Research material with regards to the Georgia Ports Authority's Five—Year Budget.  12. Anoroved Disposition Instructions This agency recommends that the file series be cut off at the end of each:    Calendar Year; [3 Fiscal Year;   Other   | a. State Law                           |  | years.                   | d. Audit period  | years.   |
| Attach copy or excerpt of laws or regulations. Explain administrative need.  Research material with regards to the Georgia Ports Authority's Five-Year Budget.  12. Approved Disposition Instructions This agency recommends that the file series be cut off at the end of each:    Calendar Year;   |  | · <u></u>  | years.                   |  | · •  |
| Research material with regards to the Georgia Ports Authority's Five-Year Budget.  12. Approved Disposition Instructions  This agency recommends that the file series be cut off at the end of each:  Calendar Year; Discriptor:  Discriptor:  Discriptor:  Discriptor:  Transfer to Iocal holding area, hold  | c. Federal law                         |  | years.                   | f. Federal retention instructions  | , years.   |
| Research material with regards to the Georgia Ports Authority's Five-Year Budget.  12. Approved Disposition Instructions  This agency recommends that the file series be cut off at the end of each:  Calendar Year; Os Fiscal Year; Other   | Attach cany or avorent of l            |  | one Evoleia aduai        | interestive manual   |  |
| 12. Androved Disposition Instructions  This agency recommends that the file series be cut off at the end of each:  Calendar Year; Discrete Calendar Year; Discrete the end of each:  EX Hold in the current files area   |  | _  |                          |  | ·  |
| Calendar Year;   | Research material                      | with regard  | ls to the Geo            | orgia Ports Authority's Five-Year  | Budget.  |
| Calendar Year;   |  |  | -                        | , and the second se       |  |
| Calendar Year;   | <u> </u>                               |  | ·                        |  |  |
| EX Hold in the current files areamonth(s) 2year(s); then  EX Transfer to local holding area, hold 3year(s); then  EX Destroy,  Transfer to State Archives for permanent retention.  Other (Specify)  These instructions apply to all prior and future accumulations of the series.  Agency Head/Designee (Signature)   | 12. Approved Disposition instr         | The second secon |                          |  |  |
| Agency Head/Designee (Signature)  Date Records Management Officer (Signature)  3/14/87  At I Possely  State Records Committee (Signature)  D  Recommendations in paragraph 12 are approved.  (If disapproved, attach letter of explanation.)  State Auditor/Designee  State/Designee  Attorney General/Designee  Attorney General/Designee   | EX Destroy.  Transfer to State Archive |  | ·                        | r(s); then   |  |
| Agency Head/Designee (Signature)  Date Records Management Officer (Signature)  3/14/87  State Records Committee (Signature)  D  State Records Committee (Signature)  State Auditor/Designee  State Auditor/Designee  Attorney General/Designee  Attorney General/Designee  |  |  |                          | , ,  |  |
| Agency Head/Designee (Signature)  Date  Records Management Officer (Signature)  State Records Committee (Signature)  D  State Records Committee (Signature)  State Auditor/Designee  State Auditor/Designee  Attorney General/Designee  Attorney General/Designee  |  |  | ••                       |  | . *  |
| Agency Head/Designee (Signature)  Date  Records Management Officer (Signature)  State Records Committee (Signature)  D  State Records Committee (Signature)  State Auditor/Designee  State Auditor/Designee  Attorney General/Designee  Attorney General/Designee  |  | - ·  | •                        | s.<br>La companya di santana |  |
| Agency Head/Designee (Signature)  Date  Records Management Officer (Signature)  State Records Committee (Signature)  D  State Records Committee (Signature)  State Auditor/Designee  State Auditor/Designee  Attorney General/Designee  Attorney General/Designee  | ·                                      |  |                          |  |  |
| Agency Head/Designee (Signature)  Date Records Management Officer (Signature)  3/2 4/87  State Records Committee (Signature)  D  State Records Committee (Signature)  State Auditor/Designee  State Auditor/Designee  Secretary of State/Designee  Attorney General/Designee   |  |  | •                        |  | •  |
| Agency Head/Designee (Signature)  Date Records Management Officer (Signature)  3/14/87  State Records Committee (Signature)  D  Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)  State Auditor/Designee  Committee (Signature)  State Auditor/Designee  Committee (Signature)  Howard Weedon  4/8/83   |  |  |                          | •  |  |
| Agency Head/Designee (Signature)  Date Records Management Officer (Signature)  3/14/87  State Records Committee (Signature)  D  Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)  State Auditor/Designee  Committee (Signature)  State Auditor/Designee  Committee (Signature)  Howard Weedon  4/8/83   | ~ ,                                    |  | •                        |  | ·  |
| Recommendations in paragraph 12 are approved.  (If disapproved, attach letter of explanation.)  State Records Committee (Signature)  State Records Committee (Signature)  D  State Records Committee (Signature)  V-12  Secretary of State Designee  Edward Weede  4/8/9:  | These instructions apply to            | all prior and fi   | uture accumulatio        | ns of the series.  |  |
| Recommendations in paragraph 12 are approved.  (If disapproved, attach letter of explanation.)  State Auditor/Designee  State Records Committee (Signature)  D  State Records Committee (Signature)  V-12  Secretary of State/Designee  Edward Weeder  4/8/9:  Attorney General/Designee   |  |  |                          |  | Officers and the second of the |
| Recommendations in paragraph 12 are approved.  (If disapproved, attach letter of explanation.)  State Records Committee (Signature)  V-12  State Auditor/Designee  Y-12  Secretary of State/Designee  Attorney General/Designee  | Agency Head/Designee (Signat           | ture)  | Date                     | Records Management Officer (Signature)   | Date   |
| Recommendations in paragraph 12 are approved.  (If disapproved, attach letter of explanation.)  State Auditor/Designee  State Records Committee (Signature)  V-12  Secretary of State Designee  Attorney General/Designee  | 18/101                                 |  | 3/14/27                  | Val Wassley Inl  | 1- 3-23-83   |
| Recommendations in paragraph 12 are approved.  (If disapproved, attach letter of explanation.)  State Auditor/Designee  State Auditor/Designee  Secretary of State/Designee  Secretary of State/Designee  Attorney General/Designee  | - // Let                               |  | 1                        |  |  |
| graph 12 are approved. (If disapproved, attach letter of explanation.)  State Auditor/Designee  Y-12  Secretary of State/Designee  Edward Weede-  4/8/82  Attorney General/Designee  | Recommendations in para-               |  |                          | State Records Committee (Signature)  | Date   |
| (If disapproved, attach letter of explanation.)  Secretary of State/Designee  Secretary of State/Designee  Attorney General/Designee   | •                                      | State Aud  | itor/Designe             | homest and   | 4-12-83  |
| Attorney General/Designee  |  |  |                          | Edward Weedon-   | 4/8/93   |
| Attorney General/Designee  |  |  |                          |  | 11 10 1 -  |
| AR-50-71; Rev. 76 (Reverse Side)   | NO 50 74, Par 76                       | Attorney Ge  | o., w oo.g               | June Hugher  | -413.63  |